



CAPE COD COMMISSION

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Technical Bulletin 93-001 **Local Comprehensive Plan Guidelines**

Background Information

Section 9 of the Cape Cod Commission Act provides that after the Regional Policy Plan has been adopted by the Barnstable County Assembly of Delegates, each Cape town may develop and adopt a Local Comprehensive Plan (LCP) which is consistent with the Regional Policy Plan and the goals of the Act. Municipalities with Local Comprehensive Plans certified by the Commission may enter into development agreements in accordance with section 14 of the Act, and may impose impact fees on proposed developments in accordance with section 15.

The Act defines a Local Comprehensive Plan as "the plan which may be prepared or adopted by a local planning committee with the consultation and assistance of the commission staff and adopted by a town meeting . . ." With regard to content, the Act specifies that each Plan shall contain a capital facilities plan in order to accommodate growth and development in the town and the county. The Act further requires the Commission to adopt regulations establishing minimum criteria for Local Comprehensive Plans specifically including an affordable housing component. A town's Plan may be more specific, detailed, or comprehensive than required by the Commission. The Act specifies that if a community has already adopted a comprehensive plan, it may serve as the Local Comprehensive Plan to the extent that it is consistent with the regional policy plan and Commission LCP guidelines.

Once a Plan is produced by a town, it is adopted by a vote of town meeting or other town legislative body. The Plan is then submitted to the Commission by the Town Clerk for certification that it is consistent with the Regional Policy Plan. After a plan is certified by the Commission, a municipality must insure that its development bylaws are consistent with its Local Comprehensive Plan within two years. The Commission may revoke certification if the municipality fails to make its development bylaws consistent within the time allowed. In the event that the Regional Policy Plan is amended, any municipality with a certified Local Comprehensive Plan will need to bring its local plan into conformance with the amended Regional Policy Plan.

The Commission will be providing funding for the development of Local Comprehensive Plans. The Commission staff will also provide technical assistance to Local Planning Committees in preparing Local Comprehensive Plans and in implementing consistent land use regulations.

Local Comprehensive Plan Guidelines

The purpose of these guidelines is to outline the required content of a Local Comprehensive Plan prepared pursuant to the Cape Cod Commission Act and generally describe the planning process which should be used to develop a Plan. The Commission will provide technical assistance to the towns to initiate an appropriate local planning process and throughout preparation of the Plan. These guidelines are advisory and are not Cape Cod Commission regulations.

These guidelines will be used by the Commission in making a determination about whether a Local Comprehensive Plan meets the requirements of the Act, and is consistent with the goals and policies contained in the Regional Policy Plan. A primary purpose of the guidelines is to help the Commission review Comprehensive Plans in a consistent manner.

Why Plan?

A Local Comprehensive Plan serves several functions. It is an expression of a town's vision of its future and is a guide to making the many public and private decisions that determine this future. The Plan is also a source of basic information about existing and expected conditions in the town. In addition, in a time where courts are increasingly seeking a link between planning and zoning decisions, it is legal support for the existence of a town's land use controls. The Regional Policy Plan establishes Local Comprehensive Plans as the vehicle for a town to establish growth centers where new development should be directed and greenbelt areas for the provision of open space and wildlife habitat. Finally, under the Cape Cod Commission Act, a Local Comprehensive Plan is also a requirement for the imposition of impact fees and negotiation of development agreements. Between 1980 and 1990 towns in Barnstable County had some of the highest population growth rates in the state. The current relative slowdown in the pace of development offers towns an opportunity to plan for more orderly and appropriate growth in the future.

Base of Information

Local Comprehensive Plans should be based on an inventory and analysis of relevant data. To the greatest extent possible, existing studies and analyses should be used, with new data collected and analyzed as needed to update and expand the available information. Local comprehensive plans should contain sufficient background information to form a basis for planning and decision-making, but need not contain exhaustive technical detail. Towns are neither required nor encouraged to conduct extensive data collection, unless it is a priority of the town. Where detailed data is not available on a given subject, best estimates should be used.

The Commission has compiled a list of resources, including maps, studies, census data, and other information, that it has available to towns to assist them with preparation of Local Comprehensive Plans. This list is attached as an Appendix. Other data will be developed as appropriate to assist towns with specific information needs.

A community may include an existing Master Plan, Open Space Plan, Housing Plan, etc. and/or similar documents as part of its Local Comprehensive Plan, however where necessary such plans should be modified and augmented in order to be consistent with the requirements of the Regional Policy Plan. The Commission's intent is to minimize duplication of effort with existing state and local planning programs. For that reason, towns are encouraged to make various elements of the Local Comprehensive Plan consistent with existing programs. Examples include state guidelines for Master Plans, Open Space and Recreation Plans, Harbor Management Plans, Housing Plans, and Water Resource Management Plans. However full compliance with the requirements of these planning guidelines is not a requirement for certification of Local Comprehensive Plans.

Organizing for Comprehensive Planning

• Designate a Local Planning Committee

The Local Planning Committee has primary responsibility for developing the Local Comprehensive Plan, initiating implementation of the Plan and updating it every five years. If it is not the Planning Board, the Committee should be representative of geographic areas within the town and of interests related to local land use and growth management. If the Local Planning Committee is not comprised of a diversity of town boards, the Committee is encouraged to fully involve those boards in the planning process.

• Assess Available Planning Resources

The Local Planning Committee should begin by assessing the availability of resources important to preparation of the Local Comprehensive Plan. The assessment should include: existing studies and maps, personnel (paid and volunteer), neighborhood associations, and availability of funds. This assessment should indicate the extent to which a town needs outside technical and financial assistance.

• Outline the Planning Process

The Local Planning Committee should outline the general process it intends to follow in developing the Local Comprehensive Plan. This process should include:

- development of a vision for the community;
- a preliminary assessment of community problems, issues, needs and planning capabilities;
- identification of community goals;
- development of background information;
- identification of community objectives or policies; and
- development of an implementation strategy.

These elements are described in greater detail below.

• **Formulate a Work Program**

The Local Planning Committee must develop a work program that specifies the tasks, products and responsibilities for each stage in the comprehensive planning process, and estimates the time each task will take. These tasks should be divided among the Committee, other town boards, professional staff, consultants and the Cape Cod Commission as appropriate. The Committee should assign responsibilities in accordance with available resources. The scheduling of tasks should represent an efficient and feasible sequence of planning activities and products. The work program should be developed in conjunction with the Cape Cod Commission. It should include frequent coordination with the Commission and should identify work products that will be completed at various stages that will be linked to payment of local planning assistance funds.

• **Prepare a Citizen Participation Program**

The Local Planning Committee should develop a strategy for involving members of the community in development of the Local Comprehensive Plan. At a minimum, the Committee shall conduct one advertised public meeting or hearing at each stage of the development of the Plan, including but not limited to: 1) identification of issues; 2) development of goals and policies; and 3) presentation of draft plan. The Committee's citizen participation program should encourage involvement at all stages of the planning process by town officials, citizens' groups, environmental groups, businesses, minorities and others in the community. Opportunity for submission of written comments should be provided and educational efforts such as newspaper articles, public service announcements, newsletters, surveys, workshops and forums and public meetings should be employed.

• **Development of a Community Vision and Goals**

One of the most important steps in the local planning process is the development of a vision for the future of the town and broad goals for achieving that vision. This is an essential first step in preparation of a Local Comprehensive Plan and serves as a foundation for the rest of the Plan. This phase should also include identification of issues to be addressed in the Plan. Local Planning Committees are encouraged to develop this portion of the

Plan in conjunction with public hearings or neighborhood meetings, surveys or some other method that assures broad public participation in determining the future of the community.

- **Coordination with Adjacent Towns**

Neighboring towns often share concerns arising from common geographic features, common transportation systems and shared public facilities and services. By exchanging information about such concerns during the development of Local Comprehensive Plans, such towns can better coordinate their efforts and can better develop the regional coordination programs required by the Cape Cod Commission Act. At a minimum, during the planning process, the Local Planning Committee should meet with representatives of adjacent towns to identify issues of common concern and mechanisms for coordination.

Consistency

The Commission recognizes that towns on Cape Cod vary considerably in their size, goals, problems, issues and in their planning resources and expertise. Thus, it is not the aim of the Commission to enforce a rigid set of requirements on the content and format of Local Comprehensive Plans, but rather to recognize the inherent diversity in the Cape's communities. At the same time, the Commission must apply criteria to its review of local plans that ensures predictability and consistency in this review.

In order to be consistent with the Regional Policy Plan, the goals and policies of a Local Comprehensive Plan shall include the Goals and Minimum Performance Standards identified in the Regional Policy Plan. If a town can demonstrate through the inventory and analysis sections of its Plan that a particular Goal or Minimum Performance Standard is not applicable to that town, the Commission may waive its inclusion in the Local Comprehensive Plan. The municipality should demonstrate the unique or special local circumstances that prevent attainment of a Goal or application of a Minimum Performance Standard contained in the RPP. If a particular Goal or Minimum Performance Standard is waived by the Commission, the LCP should state alternative minimum performance standards that would achieve the intent of the waived regional Goals and/or Minimum Performance Standards. The degree to which the plan addresses a goal or standard should reflect the extent of the town's problems within a particular subject area.

The analysis should be conducted in a two-step process as follows:

- For each topic discussed in the Regional Policy Plan, the local

comprehensive plan must contain enough background information and analysis to show whether or not there is a problem or need relating to the topic.

- If the information and analysis discussed above shows that there will be a problem or need relating to a particular topic, the plan must contain enough information and analysis to justify the particular policies and implementation strategies chosen to address the problem or need.

The Actions contained in each section of the Local Comprehensive Plan shall either include each action suggested in the corresponding section of the Regional Policy Plan, indicate that the action has already been completed, or explain why such actions may be inappropriate for the town to undertake. Additional actions may be included.

In cases where an identified problem requires study or detailed planning outside of the scope of the local comprehensive plan, the plan should identify what further study is needed, how such study should be funded and an approximate timetable for its completion.

Scope of Local Comprehensive Plans

At a minimum, Local Comprehensive Plans shall address each of the subject areas covered in the Regional Policy Plan including: Land Use/Growth Management, Natural Resources (Water Resources, Coastal Resources, Wetlands, Wildlife and Plant Habitat), Economic Development, Community Facilities and Services (Transportation, Solid and Hazardous Waste Management, Capital Facilities/Infrastructure, Energy), Affordable Housing, Open Space and Recreation, and Historic Preservation/Community Character. A plan may include other subjects as a local option. Each section of a Local Comprehensive Plan shall include the following elements:

- A statement of the town's goals and policies relevant to that topic

The goals and policies, taken together, should set a direction for the town's future growth and development.

- An inventory of existing resources

The guidelines highlight the information that towns are encouraged to include in the inventory for each element of the Plan. They are not intended to be an exhaustive list of the items that could be included in the inventory.

- An analysis of existing conditions, problems and future needs

The guidelines highlight the information that towns are encouraged to include in the analysis for each element of the Plan. They are not intended to be an exhaustive list of the items that could be included.

- Maps, charts and graphs illustrating pertinent information

The guidelines summarize maps that should be included in LCPs. All maps should be produced at a scale of 1"=600', unless the scoping process indicates a different scale would be appropriate. The Commission will provide certain maps to towns to assist with preparation of Local Comprehensive Plans.

- A discussion of actions needed to achieve the goals and policies (including necessary revisions to local bylaws and regulations)
- A timetable for implementing those actions

This section should indicate the approximate time frame for the completion of each action identified in the Local Comprehensive Plan and the party responsible for implementing the action. Where regulations and bylaws must be revised to be consistent with the Local Comprehensive Plan, this must be accomplished within two years of the date of certification of the Plan. Other actions should be completed within a reasonable period of time.

The elements of the Local Comprehensive Plan do not need to be completed in the order they are presented in the Guidelines. A community may proceed with a number of elements simultaneously, or may develop inventory information for one element (e.g. Land Use/Growth Management) to assist with preparation of another element. The order of the elements will be identified when the town and the Commission jointly develop the Work Program for each Local Comprehensive Plan. In many cases this order will relate to previous planning work that has been done by the town.

These guidelines are not intended to limit the scope of Local Comprehensive Plans. They are minimum requirements and should not be interpreted to discourage a town from developing a plan that is more specific or detailed, or that covers additional subject areas beyond those specified in the Regional Policy Plan.

Content of Local Comprehensive Plans

INTRODUCTION

Each Local Comprehensive Plan should include an introduction that describes the planning process and includes general background material on the community. As a minimum, this section should discuss:

1. History of the town's development
2. Demographics and growth trends, including:
 - a. Permanent and seasonal population over the last twenty years
 - b. Socio-economic characteristics (age, sex, education, income, etc.)
 - c. An analysis of town population trends, including a comparison with regional trends.
3. Discussion of the planning and public outreach process that developed the Local Comprehensive Plan.

TOWN VISION AND GROWTH POLICY

This section should articulate, through text and graphics as appropriate, the vision for the future of the town developed early in the planning process, and an explicit growth policy to ensure sustainable development consistent with the carrying capacity of resources in the community.

1.0 LAND USE/GROWTH MANAGEMENT ELEMENT

The Land Use/Growth management element should include an inventory and analysis of current and projected development patterns, as well as a discussion of land use trends and projected growth rates. This section should interrelate information developed in other sections of the Local Comprehensive Plan that pertain to land use and growth management in a manner that ensures that future growth respects the capacity of the land to absorb the impacts of that growth and its associated facilities.

1.1 Goals and Policies

1.2 Inventory

- a. Inventory the amount of land used for the following purposes:
 - 1) Residential uses (single-family, multi-family, year-round, seasonal)
 - 2) Commercial uses (retail, wholesale, offices, services, recreational)
 - 3) Industrial and extractive (mining) uses
 - 4) Public and semi-public lands (municipal buildings, schools, libraries, cemeteries, waste disposal facilities, churches, etc.)
 - 5) Agricultural uses (farms, cranberry bogs)
 - 6) Protected parks/open space/conservation lands
 - 7) "Paper" subdivisions and approved projects which have not yet been constructed
 - 8) Vacant developable land (industrial, commercial, residential)
 - 9) Estimate vacant commercial and industrial space (square footage by type)
 - 10) Historic village centers and settlements.

- b. Inventory the location and capacity of existing public water and sewer facilities.
- c. Summarize the number and type of building permits issued yearly over the past 20 years.

1.3 Analysis: The above information should be analyzed to determine trends in land use and assess where development is likely to occur in the future.

This analysis should:

- a. Discuss current trends in land use and development, land conversion, etc.
- b. Identify sensitive environmental resources and areas where incompatible land uses or densities have occurred.
- c. Identify areas of strip development where linear commercial development has created traffic and congestion problems and/or unsightly development.
- d. Prepare a build-out analysis which identifies the amount and location of future growth and population increase allowable under current zoning and regulations. Build-out projections should include existing development, approved development and potential development under current zoning and regulations.
- e. Discuss the impact of future anticipated development on town services and appearance. Base projections on year-round and seasonal population estimates for the next 10 years.
- f. Assess future needs for various types of land uses, including needed regional facilities and identify lands suitable for providing these facilities.
- g. Describe existing local regulations (zoning, subdivision, health and conservation bylaws and regulations) assess their effectiveness in managing and guiding growth, and identify needed revisions and additions.
- h. Where appropriate, identify suitable areas to be designated as village, regional and industrial growth centers as well as areas in need of redevelopment and/or revitalization. Describe the incentives that will be provided to encourage appropriate development in these areas.

1.4 Maps

- a. Prepare a map of existing land uses based on the information developed in the inventory above. (The Cape Cod Commission has 1990 MacConnell land use maps for each town).
- b. Prepare a future land use map. The map should take into consideration environmental and infrastructure constraints and identify sites for future affordable housing, economic development, open space and needed town facilities.

1.5 Actions

1.6 Implementation Timetable

2.0 NATURAL RESOURCES ELEMENT

The Natural Resources section of the Local Comprehensive Plan should identify and assess the water, coastal, wetlands and wildlife and plant habitat resources of the town and propose a coordinated strategy for protecting these areas. The section should also identify opportunities and constraints for development and needs for protecting sensitive areas. The requirements of this section do not substitute for the state requirements for Harbor Management Plans and Water Resource Management Plans. Where appropriate, towns are encouraged to consult these regulations to avoid duplication of effort.

2.1 WATER RESOURCES

2.1.1 Goals and Policies

2.1.2 Inventory

a. Identify the following areas:

- 1) Areas of the town serviced by public, community (a private well with at least 15 service connections used by year round residents or serving at least 25 people) and individual private water supply wells
- 2) Areas of the town serviced by public sewers and private sewage treatment facilities.
- 3) Recharge areas to public and community water supply wells
- 4) Public and community water supply wells that have not yet had their recharge areas mapped
- 5) Potential well sites to meet the future water supply needs of the town
- 6) Fresh and marine water bodies and their watersheds and recharge areas (where available).

2.1.3 Analysis

- a. Identify areas in the town where water supplies, surface waters, wetlands or marine waters may be threatened by degradation from point discharges of stormwater, septage or waste water.
- b. Identify areas in the town where water supplies, surface waters, wetlands or marine waters may be threatened by degradation from nonpoint sources such as dense development using private septic systems, landfills (existing and closed), agricultural or stormwater runoff, hazardous land uses or abandoned hazardous waste sites.

- c. Identify areas known to be experiencing problems with water quality or quantity including chemical contamination, saltwater intrusion and eutrophication.
- d. Identify coastal embayments that may be experiencing water quality problems.
- e. Evaluate the water resource areas experiencing the greatest potential threats or needing immediate attention and set priorities for protection of these areas.
- f. Identify water resources that are in need of inter-town management.
- g. Evaluate existing bylaws and regulations for their adequacy in protecting water resources in and adjacent to the town.

2.1.4 Maps

- a. Prepare a map of the water resource areas and their recharge areas identified in the inventory above

2.1.5 Actions

2.1.6 Implementation Timetable

2.2 COASTAL RESOURCES

2.2.1 Goals and Policies

2.2.2 Inventory

- a. Identify and map the following coastal resources:
 - 1) flood hazard areas (FEMA A and V zones)
 - 2) dunes, barrier beaches and eroding coastal banks
 - 3) significant shellfish habitat areas including areas that are presently closed to shellfishing (historical areas).
 - 4) "working waterfront" areas (where the predominant type of development is directly related to commercial fishing and shellfishing uses)
- b. Identify harbors located partially or entirely within the boundaries of the town. Include general information on:
 - 1) date and extent of public dredging projects since 1960 and, where available, location of dredge disposal sites;
 - 2) availability of restrooms, boat sewage pump-out facilities and waste collection facilities (solid waste and waste oil);
 - 3) principal existing uses of the harbor.
- c. Identify commercial and recreational water dependent uses of the shoreline.
- d. Identify public facilities and improvements that provide or enhance access to coastal waters for commercial and recreational use including docks, piers, launch sites, floats, marinas, beaches,

picnic areas, etc. Also note the location of large private facilities of this nature.

- e. Identify other existing public access to the shoreline and historic rights of way (where known).

2.2.3 Analysis

- a. Identify the location of coastal resources that may be environmentally sensitive to development and/or overuse and should be protected.
- b. Examine trends related to the conversion of shorefront property from water dependent to non-water dependent uses, and losses or gains of public access to the shoreline.
- c. Identify conflicts among various users of shorefront facilities and harbors.
- d. Assess the adequacy of existing commercial and recreational shoreline facilities to meet current and projected needs of water-dependent commercial and recreational uses.
- e. Assess the need for dredging or other maintenance activities in each port and harbor.
- f. Identify problems including poor water quality that may have an adverse effect on the use of harbors and shoreline areas.
- g. Identify areas where large numbers of private docks and piers have limited access along the shoreline or resulted in a loss of shellfish habitat.
- h. Identify development in high hazard areas and needed regulations to minimize further hazards in these areas.
- i. Identify eroding shorelines which may require development restrictions to minimize hazards.

2.2.4 Maps - Map significant coastal resources and harbors identified above.

2.2.5 Actions

2.2.6 Implementation Timetable

2.3 WETLANDS / WILDLIFE AND PLANT HABITAT

2.3.1 Goals and Policies

2.3.2 Inventory

- a. Identify and map wetlands in need of special protection due to their size or significance. Include ACECs and other areas that may deserve designation or other special status.
- b. Identify and map wetlands, banks, and ponds and similar areas in need of restoration.

- c. Estimate approximate acreage of natural wetlands altered in the town as a result of development since 1970. Include wetland loss that has been "mitigated" by creation of artificial wetlands.
- d. Identify and map critical wildlife and plant habitat areas in the town
 - 1) Natural Heritage and Endangered Species Program areas
 - 2) Association for the Preservation of Cape Cod's Critical Habitat Atlas areas
 - 3) Areas based on local studies and knowledge
- e. List endangered and threatened species and species of special concern that occur within the town
- f. Identify and map known vernal pools within the town (note those that are certified)
- g. Identify and map known important wildlife habitat and migration corridors within the town including fish spawning and nursery areas, high value waterfowl and wading bird habitats.
- h. Identify and map areas that are known to provide high quality fresh water fisheries habitat.
- i. Identify and map areas designated as Areas of Critical Environmental Concern and Districts of Critical Planning Concern with natural resource values.

2.3.3 Analysis

- a. Identify potential conflicts with wetlands protection within the town and take measures to resolve them. This includes developing a single town-wide definition of wetlands to be used by the Board of Health and other town boards.
- b. Identify critical wildlife and plant habitat areas that are in need of special management such as periodic mowing, access limitations, etc.
- c. Identify impediments to the use of wildlife migration corridors within the town and develop a strategy to protect these areas wherever possible.

2.3.4 Maps - Where noted, map areas identified in the inventory above.

2.3.5 Actions

2.3.6 Implementation Timetable

3.0. ECONOMIC DEVELOPMENT ELEMENT

The economic development section of the Plan should include historic (at least 20 years) data and economic forecasts for the major sectors of the town's economy and make comparisons and analyze trends wherever possible. The analysis should include commercial, manufacturing, tourism-

related, resource-based (agriculture, fisheries), government and any other important sectors of the town's economic base and the economic outlook for each of these sectors. This section of the Plan should also identify the types of economic development that the town would like to encourage.

3.1 Goals and Policies

3.2 Inventory

- a. Inventory the economic base of the town including:
 - 1) Number and type of businesses and employers
 - 2) Occupations of town residents
 - 3) Dollar value of production of resource-based industries (agriculture, fishing, mining, etc.)
 - 4) Commuter Patterns
 - 5) Past employment and unemployment trends - including seasonal trends

3.3 Analysis

- a. Identify strengths and weaknesses in the local economy - include availability of labor pool, access to transportation systems, etc.
- b. Identify economic problems in the town such as commercial centers that are being adversely affected by strip development, loss of shellfishing areas, insufficient year-round economy.
- c. Identify vacant commercial and industrial land and buildings suitable for the location of new businesses in the town.
- d. Identify opportunities to encourage new business through redevelopment.
- e. Identify opportunities to develop and encourage environmentally-sensitive tourism opportunities within the town.
- f. Identify educational opportunities needed within the town or region to encourage economic development and advance the town's labor force.
- g. Assess the town's existing regulations and identify measures that could be taken to streamline permitting processes or create incentives to encourage appropriate economic development.

3.4 Graphs and Charts - As appropriate, depict inventory and analysis information developed above in graphs and charts.

3.5 Actions

3.6 Implementation Strategy

4.0 COMMUNITY FACILITIES AND SERVICES ELEMENT

4.1 TRANSPORTATION

The Transportation section of the Local Comprehensive Plan is the section of the Plan most likely to require outside assistance or consulting expertise due to the technical nature of the information in this section. This section of the Plan relate directly to the vision and build out projections developed for the Local Comprehensive Plan. Wherever possible, the Local Comprehensive Plan should emphasize alternatives to automobile travel and road construction.

4.1.1 Goals and Policies

4.1.2 Inventory

a. Inventory and map the location of the following transportation facilities:

- 1) Roads: state, county, local, and private. Classify according to the Classification System in the Regional Policy Plan, including Major Regional Roadways, Regional Roadways with Scenic and Historic Qualities, Local Roadways of Regional Significance, Other Local Roadways (Public/Private). Indicate number of lanes where greater than two.
- 2) Public parking facilities - residential, commercial, waterfront and informal parking areas used for recreational purposes.
- 3) Public transportation facilities (service area, amount of use) including buses, taxi service, rail service, etc.
- 4) Bike paths and bike lanes
- 5) Airports and associated facilities and services
- 6) Identify existing and abandoned rail lines within the town
- 7) Public ferry terminals and associated facilities and services

4.1.3 Analysis

- a. Identify acceptable and unacceptable traffic mitigation measures for each category of local roadway.
- b. Based on the findings of the land use build-out analysis, project demand for future road capacity and assess the ability of existing road systems to meet current and projected demand for the next 10 years and at build out.
- c. List roadways/intersections where traffic congestion and/or safety problems exist or are anticipated to occur.
- d. For the roadways/intersections identified in item c., assess the physical condition of roadways, design capacity, traffic counts, and accident frequencies. Indicate level of service for roadways or intersections where they are known.
- e. Identify roads that will need to be constructed or improved within the next 10 years and in order to meet the demand generated by projected increases in population and development within the town and the region (where desirable). Include turning lanes,

- signalization, road widening, etc. Such improvements shall be consistent with the overall goals and policies of the town and region.
- f. Determine demand for parking facilities and identify needed improvements and alternatives in order to accommodate and/or minimize demand.
 - g. Assess the current and projected demand for on and off-road pedestrian and bicycle paths, sidewalks and facilities.
 - h. Assess the current and projected demand for public transportation systems such as buses, airport facilities, etc.
 - i. Identify zoning changes that may be needed in order to lessen existing traffic and transportation problems.
 - j. Analyze methods for traffic reduction by encouraging alternate modes of transportation and reducing peak hour traffic demand.

4.1.4 Maps - Map roadways and transportation facilities inventoried above consistent with the classification standards established in the Regional Policy Plan.

4.1.5 Actions

4.1.6 Implementation Timetable

4.2 CAPITAL FACILITIES AND INFRASTRUCTURE

The capital facilities and infrastructure section of the local comprehensive plan should inventory all the facilities and services provided by the town and not addressed in other sections of the Plan including: waste disposal, energy, water supply, and sewer service. Where a town participates in a multi-town agreement, the inventory should include those programs and plan for future needs for such services. This section of the Plan should include an assessment of capital facilities and services necessary to support growth and development and to protect the environment and health, safety and welfare of the public and the costs of those facilities and services. This section must also include a capital facilities plan as summarized below.

4.2.1 Goals and Policies

4.2.2. Inventory

- a. Inventory the type and location or geographical service area of infrastructure available in the town (include regional or multi-jurisdictional infrastructure that serves the town)
 - 1) Public water supply - wells/reservoirs, treatment, distribution
 - 2) Sewage facilities - sewer mains, pump stations, treatment plants

- 3) Waste management facilities - solid waste, septage, hazardous waste, brush, construction/demolition debris
 - 4) Stormwater collection, treatment and discharge areas
 - 5) Public safety - police, fire, etc.
 - 6) Health care facilities and services
 - 7) Education
 - 8) General Town Administration and Services- town hall, garage, etc.
- b. Identify areas where infrastructure construction, renovation or expansion is planned or in progress.
 - c. Identify existing recycling and composting programs (including bylaws) within the town and the types of materials handled
 - d. Identify other waste management programs including source separation, source reduction, etc. within the town.

4.2.3 Analysis

- a. Assess age, capacity, function, etc. of existing infrastructure
- b. Assess demand for infrastructure and identify areas where current infrastructure availability does not meet current or projected demand
- c. Identify the most important infrastructure needs in the town for the next ten years paying particular attention to infrastructure needs in areas identified as growth centers in the land use section.
- d. Assess the town's fiscal capability to meet the identified infrastructure needs through public expenditures
- e. Identify sites that might be appropriate for the provision of needed facilities. Such sites should be either within the town or identified in conjunction with surrounding towns.

4.2.4 Maps - Map existing infrastructure facilities in the town and sites which might be appropriate for additional facilities.

4.2.5 Actions

This section of the plan is required by the Cape Cod Commission Act to contain a five year Capital Improvement Plan consistent with other sections of the Local Comprehensive Plan. The plan should identify needed facilities and financing mechanisms for construction, expansion and replacement of public facilities and services required to meet projected growth and development. The plan should establish funding priorities and sources of funds. This section of the Plan will also help serve as a foundation for the imposition of impact fees by towns.

4.2.6 Implementation Strategy

5.0 AFFORDABLE HOUSING ELEMENT

Each town must develop a housing needs assessment as part of its Local Comprehensive Plan. The Plan should be consistent with the regulations and guidelines that govern MGL Ch. 40B and the state's guidelines for preparation of local housing plans (760 CMR 46:00). The Plan should include the following:

5.1 Goals and Policies

5.2 Inventory

a. Inventory:

- 1) Number, type and general location of year-round vs. seasonal housing stock
- 2) Number, type and general location of rental vs. fee ownership units
- 3) Type and location of subsidized housing units, and the percentage of affordable units vs. total year round units
- 4) Public and private lands suitable for the development of future affordable housing.
- 5) Existing structures suitable for conversion to affordable housing.
- 6) Number, type and location of housing facilities designed for special needs populations (elderly, disabled, etc.)

b. Identify housing organizations within the town with the ability to develop or manage affordable housing units.

5.3 Analysis - The above information should be analyzed to determine trends in affordable housing development in the town and identify actions that the town will need to take to reach state and regional housing goals.

- a. Compare housing costs with median income levels in the town and analyze trends relative to the demand for owner-occupied and rental housing of various prices.
- b. Identify the anticipated demand for affordable housing by current and future residents based on population and income characteristics.
- c. Identify the anticipated need/demand for housing facilities for the most vulnerable segments of the Cape's population identified in Goal 5.2 of the Regional Policy Plan.
- d. Assess the condition of the existing subsidized housing stock, ownership of this housing stock, and vacancy rate
- e. Discuss local zoning and regulatory incentives and barriers related to the development of affordable housing.

5.4 Maps - Map subsidized and/or deed-restricted affordable housing developments within the town as well as public and private lands suitable for the development of affordable housing.

5.5 Actions

5.6 Implementation Strategy

6.0 OPEN SPACE/RECREATION ELEMENT

Towns are encouraged to make use of existing open space and recreation plans in developing the information for this section of the Local Comprehensive Plan. This section of the plan should be developed in conjunction with the town's Conservation Commission, Recreation Commission, Land Acquisition Committee and other relevant town boards and nonprofit organizations. It is not necessary to meet all of the state Open Space and Recreation Plan requirements in the Local Comprehensive Plan.

6.1 Goals and Policies

6.2 Inventory

- a. Identify existing open space areas within the town and indicate the level of protection afforded each area
 - 1) Town-owned conservation land
 - 2) Land trust property and private preserves
 - 3) State and federal areas
 - 4) Usable or significant designated open space within existing cluster subdivisions, mixed use development and similar areas
- b. Identify indoor and outdoor recreation areas and facilities within the town (town, state, federal, private)
 - 1) School playgrounds, ball fields, and related facilities
 - 2) Golf courses, hiking and bicycle trails, pools, beaches and similar facilities.
 - 3) Fresh water ponds, streams, and other water-based recreational resources.
- c. Identify areas within the town protected by permanent conservation restriction or agricultural preservation restriction.
- d. Identify lands held under preferential tax assessments -- Ch. 61, 61A and 61B lands.
- e. Inventory the size and location of current tax title lands.

6.3 Analysis

- a. Assess the condition of open space and recreational lands within the town.
- b. Assess the current and future demand for open space and recreation opportunities in the town based on population projections contained in the Plan.

- c. Identify needs that are not currently being met by existing areas. Consider needs of special segments of the population, e.g. elderly, disabled, and the needs of year-round and seasonal residents and visitors.
- d. Identify opportunities to meet needs identified in the 1989 Statewide Comprehensive Outdoor Recreation Plan including opportunities for wildlife study, expansion of trail corridors, protection of scenic roadways, development and expansion of disabled access, and additional public beaches and water-based recreational opportunities in appropriate locations.
- e. Identify open space acquisitions that are needed to protect important threatened resources and watershed areas and/or link parcels of protected land.
- f. Identify and prioritize potential acquisitions of open space sufficient to meet expected demand over the next 5-10 years, consider the likelihood of future development in establishing priorities.
- g. Identify public access points to coastal and inland shorelines, level of use, and adequacy of facilities, including parking.
- h. Identify existing protected open space areas that are threatened by existing or potential adjacent development.
- i. Identify existing open space and recreation areas where overuse, poaching, off-road vehicle use or other management problems are resulting in adverse resource impacts.

6.4 Maps

- a. Map open space and recreation areas identified in the inventory above keyed by category of ownership.
- b. Develop a map that refines the regional greenbelt boundaries identified in the Regional Policy Plan at the parcel level.

6.5 Actions

6.6 Implementation Strategy

7.0 HISTORIC PRESERVATION/COMMUNITY CHARACTER ELEMENT

The Historic Preservation/Community Character section of the plan should describe the town's historic, cultural and archaeological resources, its settlement patterns and traditional character, and events contributing to the development of the community and its surroundings. This section of the Plan should be developed in conjunction with the town's historic commission. Where appropriate, make use of existing surveys or documentation.

7.1 Goals and Policies

7.2 Inventory

- a. Inventory the following historic resources within the town:
 - 1) Location, type and significance of sites on the National and/or State Registers of Historic Places or those sites that are eligible for listing
 - 2) Location, type and significance of non-Register sites on existing historical surveys
 - 3) Location and description of local historic districts
 - 4) Other sites of potential significance
- b. Inventory by general location and type significant prehistoric or historic archaeological resources within the town:
 - 1) Areas identified generally by Massachusetts Historical Commission
 - 2) Other known areas
- c. Inventory scenic landscapes within the town:
 - 1) Areas identified by DEM's Scenic Landscape Inventory
 - 2) Other distinctive scenic areas such as hilltops, stream corridors, open meadows, coastal views, views from existing publicly-owned lands, etc.
- d. Inventory culturally significant landscapes -- historic town centers, churches, lighthouses, scenic roads and other parts of the municipality's built environment that contribute to the character of the town.
- e. Identify areas in the town in need of improvement including:
 - 1) Areas with excessively bright lighting or unattractive signage.
 - 2) Areas in need of screening and landscaping
 - 3) Historic structures in need of renovation or rehabilitation
 - 4) Shopping areas in need of pedestrian amenities

7.3 Analysis

- a. Assess the level of protection provided for areas identified in the Inventory section.
- b. Identify current and projected threats to the existence and/or integrity of identified historic, scenic and archaeological resources and the need for additional survey work.
- c. Assess the need for improvement or expansion of jurisdiction if any, of existing local historic districts.
- d. Identify strategies needed to adequately protect the resources inventoried in the first section. Such strategies might include acquisition, historic districts and review commissions, site plan review bylaws, amendments to subdivision regulations, etc.
- e. Discuss need for and possible design guidelines for designated village centers and other commercial areas in order to maintain the character of the community.

7.4 Maps - Historic, archaeological and scenic areas inventoried above should be mapped.

7.5 Actions

7.6 Implementation Strategy

REGIONAL COORDINATION

Resources of regional importance should be listed in the Local Comprehensive Plan. These include resources of state and regional significance, resources that extend beyond the boundary of the town and resources in other towns that may be affected by local development. Such resources are listed in the Regional Policy Plan and include but are not limited to ponds, aquifers, wetlands, harbors, transportation corridors and systems, scenic areas and recreational resources that cross municipal boundaries. Wherever appropriate, the local plan should discuss inter-town or regional coordination of policies and programs affecting these resources.

Regional coordination programs shall contain specific implementation actions for the management of these resources. Such actions may include joint studies, nomination of Districts of Critical Planning Concern, the development of joint land use regulations, or cooperative acquisition programs. Comprehensive plans and implementation programs of different municipalities should be consistent for these shared resources.

In addition to specific regional coordination strategies, each Local Comprehensive Plan should be compatible with the plans of adjacent municipalities.